



**Department of Public Instruction**  
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State Superintendent

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[www.nd.gov/dpi](http://www.nd.gov/dpi)

**TO:** School Administrators

**FROM:** Dr. Sherry Houdek, Director for Teacher and School Effectiveness  
Gwyn Marback, Assistant Director for Teacher and School Effectiveness  
Paula McKay, Administrative Assistant for Teacher and School Effectiveness

**DATE:** March 30, 2015

**SUBJECT:** State Funded Summer School

The ND Department of Public Instruction invites public schools to apply for funding for their state-funded summer school programs. These programs include:

*Grades K-8 remedial summer school	*High school summer school
*Grades 5-8 regular summer school	*Driver Education

All summer school applications must be received 15 days prior to the start of your summer school program. The Department will send a letter of approval to the district confirming approval of the summer school program. Only summer school programs which meet the provisions identified in administrative rules and that have received approval before the start of the program are eligible to receive state aid payments.

Information regarding summer school programs is available at <http://www.dpi.state.nd.us/approve/summer>. The application for approval of summer school programs must be completed and submitted along with the Summer School Licensed Personnel (MIS03) report which can be found on STARS. **The summer school application(s) and the MIS03 forms will be submitted at the same time.**

#### Application Process

**Schools are required** to complete two steps:

1. The school must complete the application(s) that will provide us with contact information, program dates, and other programmatic information.
2. The school will report the teachers, courses, **total instructional hours**, and the number of students within the 2015-2016 Summer School Licensed Personnel (MIS03) report.

Both the application and the Personnel (MIS03) information are part of the State Automated Reporting System (STARS) Summer School Licensed Personnel (MIS03) program.

To access the summer school program data system, enter STARS at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>; select the Personnel folder and the Summer School Licensed Personnel (MIS03) information to report your summer school application(s) and instructional program data on the MIS03. The Summer School Application and Licensed Personnel (MIS03) report on STARS will open for data entry beginning on **March 31st**.

#### Monitoring

Please note that some summer school programs may be monitored on site as identified in administrative rules. The purpose of the monitoring is: (1) to provide information to help administer summer programs, and (2) to assure compliance with North Dakota statutes and administrative rules provided for summer school.

#### Contact Information

Please mail any documentation to: ND Department of Public Instruction, Teacher and School Effectiveness Unit, Attention: Paula McKay, 600 E. Boulevard Ave., Dept. 201, Bismarck, ND, 58505-0440. If you have any questions, please contact Paula McKay by phone at (701) 328-4563 or by e-mail at [pmckay@nd.gov](mailto:pmckay@nd.gov), Gwyn Marback by phone at (701) 328-2295 or by e-mail at [gkmarback@nd.gov](mailto:gkmarback@nd.gov), or Dr. Sherry Houdek by phone at (701) 328-2755 or by e-mail at [shoudek@nd.gov](mailto:shoudek@nd.gov).